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AGENDA

Office of Logistics Quarterly Planning Conference 18 April 1984 - 1330 Hours

25X1

25X1

25X1

Opening Remarks

Objectives

Develop Professionalism Program within OL for both Blue and White Collar Workers

Resolve Issues Related to Agency Taking over Headquarters M&O in FY 1985

Strengthen and Expand Personnel Management Support in OL

Implement the DDA's Quality of Life Program

Closing Remarks

Daniel C. King, D/L

Daniel C. King

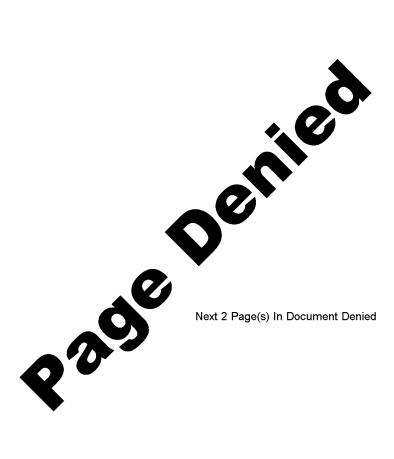
## SECRET

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## FY 1984 DIRECTORATE-LEVEL OBJECTIVES

- Consolidate Agency Metropolitan Washington Area activities in the new Headquarters Building.
- Develop formalized "professionalism" program within OL for both blue and white-collar workers.
- Develop and implement the Logistics Integrated Management System (LIMS).
- Establish overseas personal computer capabilities.
- Strengthen and expand personnel management support in OL.
- Convert General Provisions used in Agency contracts from DARS to FARS.
- Investigate the feasibility of automating the courier receipt filing, tracing, and retrieval system as well as the codeword accountability system within the M&CB. on hold
- Complete implementation of a more effective Vehicle Dispatch Plan. ?
- Implement the DDA's "Quality of Life" program.
- Implement corrective action to customer surveys in LSD.
- Complete basic operational capability of the Digital Prepress System.
- Complete evaluation of the Quality Circle Program in P&PD and access application elsewhere in OL. - Develop and implement NOMAD based P&PD Management Information System.
- Implement corrective action to problems uncovered in the P&PD customer-services questionnaire. - Expand personnel exchange program with external agencies.
- Develop and disseminate customer-survey questionnaires and take appropriate action to respond to customer comments (PD, RECD, SD).

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## DDA'S QUALITY OF LIFE PROGRAM

- Work with GSA and GSI to implement plans for upgrading the decor in the North and South Cafeterias.
- 2. In conjunction with GSA, FEB, and OMS, IMPLEMENT PLANS FOR UPGRADING THE APPEARANCE AND FACILITIES OF THE GYM.
- Work with GSA and OMS to upgrade the decor in the OMS office.
- CONTINUE TO WORK WITH GSA TO IMPROVE THE APPEARANCE AND SAFETY OF THE GROUND FLOOR.
- 5. REPAIR TUNNEL.
- 6. Upgrade appearance of Headquarters Building.

